



THE UNIVERSITY OF TOLEDO
MEDICAL CENTER

3000 Arlington Avenue, Toledo, Ohio, 43614



HEALTH SCIENCE CAMPUS ORIENTATION

WELCOME PACKET

ORIENTATION PROCESS

**** A HUMAN RESOURCES REPRESENTATIVE WILL BE CALLING YOU TO CONFIRM YOUR DRUG SCREENING AND BACKGROUND CHECK RESULTS. THEY WILL ALSO GIVE YOU YOUR ORIENTATION START DATE.**

WHAT TO EXPECT DURING ORIENTATION

- Attendance at Human Resource and Health Science Campus Orientation
- Completion of electronic Orientation test or UTMC Safety Test Bank and Law Room
- There is another set of electronic Orientation Tests on Mosby's Nursing Skills, these tests are just for certain new employees. You will be informed at Health Science Campus Orientation if you need to take these tests.

ADDITIONAL ORIENTATION

- Requirements may be assigned accordingly per job description, at the discretion of Staff Development or your home department manager.

Uniforms: There is an online ordering process for uniforms. Not all New Employees need to order uniforms. Some departments provide uniforms for their workers so please go to the "Uniforms" link on the left-hand column, to find out if you need to order uniforms and for more information on uniforms. There is a link that will take you directly to the uniform request form. It is best to order uniforms as soon as possible. You may opt to try on uniforms before ordering. You may try on Uniforms in the Nursing Administration Office located in the Mulford Library Anex on the second floor Rm 244. Uniforms are available to try on 24/7, park in lot 43. We will attempt to have your Uniforms ready for you at Health Science Campus Orientation. If your Uniforms are not ready at Hospital Orientation, you will be notified by email when your order is ready for pick up from Central Supply. The Uniforms are unisex and tend to run big. Uniforms cannot be exchanged once worn. **To ensure your uniforms are ready for pick up at Health Science Campus Orientation please submit your uniform request form online ASAP!**

ALL New Hires:

- **Please make sure that you are available to attend all classes as indicated.**
- **This schedule is subject to change. If there are any last minute changes, they will be communicated at Health Science Campus Orientation by the Staff Development Department.**

- **PLEASE REPORT ON TIME! Business Casual Attire**

- **You will need to bring the Certificate of Completion New Hire Orientation (from HR orientation).**
- Bring something to write with, Pen, Clip art
- You will get a lunch break, which is on your own.
- Park in lot #43

- **Parking:**

If you are a Nursing Assistant not enrolled in the UT College of Nursing, you will be required to pay for your parking permit per semester. You will not be able to register for your parking permit until the ADD/DROP closes, which is usually about 2 weeks into the new semester. Students enrolled in the UT College of Nursing who have already paid for their student passes will not be charged an additional fee, except during semesters when they are not enrolled in classes. A fee will apply for those semesters.